

VolunTeen Application – Marshalltown Library

Drop off at youth desk OR mail to Marshalltown Library, 105 W. Boone St., Marshalltown, IA 50158
OR email/scan to libraryyouth@marshalltown-ia.gov

Name: _____

Address: _____

Phone number: _____ Texting okay? _____

Email address that you check regularly: _____

Current Grade (or grade going into, if summer) _____

Please answer the questions below as completely as possible. You may write or type on a separate page, or hand-write your answers in the space below:

Why are you interested in participating in the VolunTeen program?

Do you have other volunteer, leadership, or work experience? Please list below.

Please provide one (non-family) reference. A reference is an adult (outside your family) who knows you well enough to be able to recommend you for this position. Ideas would be teachers (school or church), Girl Scout leader, a parent you babysat for, etc.

Name & how you know the person – and phone or email:

It is a good idea to ask someone if they are comfortable serving as a reference for you, and let them know they may be contacted by library staff.

By signing below, I am indicating my sincere interest in serving as a VolunTeen at the Marshalltown Public Library. If accepted into the VolunTeen program, I agree to adhere by the policies of the library—**especially confidentiality about customer’s library accounts, the materials they check out, and PIN numbers, etc.** as well as **agree to the following:**

- Acting kindly, serving as a good example for youth, and showing good character at the library **at all times** (including when I visit the library on my own time.)
- Being responsible about my shift by coming at the agreed upon time, and communicating in a timely manner if something comes up and I can’t come.
- Dressing appropriately (common sense, similar to school dress expectations)
- Asking questions when I need to or referring questions to staff
- Putting a priority on helping customers (from children to adults) whenever I can
- Saving “hanging out” with friends or family for times when I am NOT working
- Checking the bulletin board for announcements and signing into the hours log
- Taking my fair turn with cleaning and other tasks, as appropriate to my shift
- Letting Joa know if I decide I no longer want to be a VolunTeen/volunteer

Signature _____ Date _____

Signing here means I agree to the above, and I have been honest and truthful in my application.

Please put an X under which times you **WOULD NOT** be available. **If you are pretty flexible, go ahead and leave this area blank.**

	Monday	Tuesday	Wednesday	Thursday	Friday
9-10:30	_____	_____	_____	_____	_____
10:30-noon	_____	_____	_____	_____	_____
Noon-1:30	_____	_____	_____	_____	_____
1:30-3:00	_____	_____	_____	_____	_____
3:00-4:30	_____	_____	_____	_____	_____

Interested in being contacted for special events volunteering? Yes No

Please list here if you have a certain number of hours or a deadline for number of hours for a specific program or volunteer requirement.